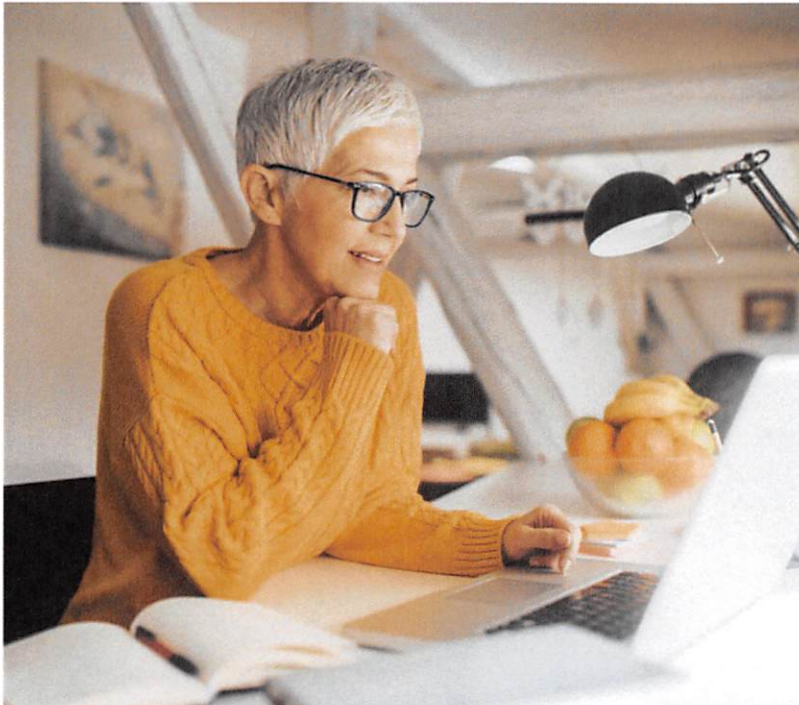


Learn for free, ONLINE, AND FROM HOME



Did you know that Contact North | Contact Nord provides one-on-one support, information about available online programs and courses, as well as help with registration? Some of the **FREE** topics you can study include:

- OSSD or equivalent
- Upgrading for college
- Employment preparation
 - Career planning
 - Résumés
 - Cover letters
 - Interview skills
- Workplace skills
 - Business communications
 - Job success
 - Workplace basics
 - Communication skills
- Computer skills
- General interest courses

...And much more!

For more information, please call your Contact North | Contact Nord Online Learning Recruitment Officer, Robyn Dewar at 1-855-717-2183 or e-mail temiskaming@contactnorth.ca

Get your degree, diploma or certificate or upgrade your skills online without leaving your community.

Student Information Hotline: 1-877-999-9149



Contact North | Contact Nord is funded by the Government of Ontario



Learn about WORKER HEALTH AND SAFETY

**Online learning with local support
in your community**



Worker Health and Safety Awareness in 4 Steps

This training introduces you to the Occupational Health and Safety Act (OHSA). It focuses on the health and safety rights and responsibilities of workers, supervisors and employers. It also serves as a general introduction to workplace health and safety.

Workers can use this free training program as one way to meet the minimum training required by the Occupational Health and Safety Awareness and Training regulation.

- The program can be completed using the workbook or the eLearning module.
- This online learning module takes 45 - 60 minutes to complete.

This occupational health and safety awareness training provides a basic understanding of the OHSA, and does not replace any sector specific, hazard specific, or competency-specific training.

For more information, please contact your
Contact North | Contact Nord
Online Learning Recruitment Officer,
Robyn Dewar
at 1-855-717-2182
or e-mail temiskaming@contactnorth.ca

**Get your degree, diploma or certificate or
upgrade your skills online without leaving
your community.**

**Student Information Hotline
1-877-999-9149**



[Facebook.com/ContactNorth](https://www.facebook.com/ContactNorth)

studyonline.ca

Contact North | Contact Nord is funded by the Government of Ontario

12 Steps to Get Ready to Learn Online



Step 1: Find Your Private Learning Space

You need a private, quiet space to work. This is the space where you connect for lessons delivered live using Zoom, Adobe Connect or a similar online learning platform and where you read, make notes, watch videos and do the other things required in your course.

You need a space which:

- Does not have people walking through and interrupting while you are on a video call with your professor or fellow students;
- Has some natural light (preferably) or good enough light to read by; and
- Is available for you to leave papers, books, materials you are working on, even if you have to place them in cardboard box while the space is used for other things.

If you do not have this kind of space, make sure your professor is aware of this challenge.

Step 2: Check Your Internet Speed

Step 3: Play and Practice with the Online Learning Platform(s) Your Course Uses

Step 4: Understand the New Language of Online Learning

Step 5: Become Familiar with the Policies of Your College or University with Respect to Cheating and Plagiarism

Step 6: Have a Planner / Diary / Calendar Handy

Step 7: For Each Week of the Course, Develop a Plan

Step 8: Introduce Yourself

Step 9: Take Control of Your Time

Step 10: Make Notes and Keep a Learning Log for Each Course

Step 11: Feeling Stuck? Ask for Help!

Step 12: Participate! Participate! Participate!

CONTACT NORTH | CONTACT NORD CONSENT TO RECEIVE E-MAIL COMMUNICATIONS

Client Name	
Address	
City	
Postal Code	
Telephone	
e-Mail	
Online Learning Centre	

I consent to Contact North | Contact Nord sending me promotional materials via e-mail in the future regarding programs and courses that may interest me.

CONFIRMATION

I understand I am able to revoke this consent at any time by writing to Contact North | Contact Nord. This consent form expires two years from the date of signing unless revoked by me prior to that date.

Signature

Date

Follow this link to [Contact North | Contact Nord's Privacy Policy](#).

For Contact North | Contact Nord Use

Date Received	
Received By	
Online Learning Centre Name	
Client Note Added to CRM (Yes/No)	

CLIENT INFORMATION

Personal information

Full Name: _____
Last First

Address: _____
Street Address

City

Home telephone: _____ Alternate telephone: _____

e-Mail _____

Do you self-identify with any the following groups? Choose any that may apply.

Aboriginal ☐ Francophone ☐ Persons with Disabilities ☐

First Generation Learners ☐

Please indicate if you would like information on upcoming courses that we think may be of interest to you.

YES ☐ NO ☐

Field of study or interest

Remember to like us on Facebook @contactnorthtemiskaming to get all the up-to-date information on our center and offered programs.

Signature: _____ Date: _____

CONTACT NORTH | CONTACT NORD CLIENT CONSENT FORM

Client Name	
Address	
City	
Postal Code	
Telephone	
e-Mail	
Online Learning Centre	

Please select and complete the applicable consent options.

OPTION 1

☐ **CONSENT TO RELEASE CONFIDENTIAL INFORMATION**

I understand I provided Contact North | Contact Nord with certain personal information, which I authorize Contact North | Contact Nord to maintain and to release on my behalf. In order to provide the highest level of service to me, my personal information may be released by Contact North | Contact Nord to:

1. Learning organizations 2. Community agencies 3. Educational institutions
4. Employment agencies

I authorize release of the following information held by Contact North | Contact Nord:

☐ ALL (that is any information I have provided); OR

☐ ONLY (select all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Full name | <input type="checkbox"/> Phone number | <input type="checkbox"/> Home address |
| <input type="checkbox"/> e-mail address | <input type="checkbox"/> Programs and courses | <input type="checkbox"/> Institutions of interest |
| <input type="checkbox"/> Assessment results | | |

Noted restrictions (if any):

OPTION 2

☐ **CONSENT TO REGISTER**

1. I give Contact North | Contact Nord consent to create accounts in my name and using my e-mail address for agreed upon education and training providers;
2. I give Contact North | Contact Nord consent to accept any terms and conditions on my behalf when creating such accounts;
3. I give Contact North | Contact Nord consent to register me in agreed upon courses for such education and training providers;
4. I give Contact North | Contact Nord consent to access my account(s) to confirm completion of any courses and register me in more courses as agreed; and
5. This consent remains in place for a period of two (2) years from the date of signing or until such time I revoke the consent in writing. Upon revoking the consent, I will immediately change the password on the account to prevent any further access.

OPTION 3

☐ **CONSENT TO RECEIVE E-MAIL COMMUNICATIONS**

I consent to Contact North | Contact Nord sending me promotional materials via e-mail in the future regarding programs and courses that may interest me. You may opt out at any time:

☐ Yes ☐ No

OPTION 4

☐ **CONSENT TO SHARE CONFIDENTIAL INFORMATION**

I consent to the following organizations sharing confidential information about me with Contact North | Contact Nord for the express purpose of providing services to me:

- ☐ Ontario Works
☐ Employment Ontario
☐ Other _____
☐ Other _____

OPTION 5

☐ **CONSENT TO PROVIDE TRANSCRIPT AND OTHER EDUCATION RELATED DOCUMENTS**

I, _____, (client name) give consent to
_____ (institution name) to provide the
following documents to Contact North | Contact Nord:

- ☐ Transcripts for _____ years
- ☐ Copy of my credential, including certificate, diploma or degree
- ☐ Other _____

All information provided to Contact North | Contact Nord is stored in accordance with its
[Privacy Policy](#).

CONFIRMATION

By signing this document, I consent to the items I checked off above.

I understand I am able to revoke this consent at any time by writing to Contact North |
Contact Nord. This consent form expires two years from the date of signing unless revoked by
me prior to that date.

Signature

Name (please print)

Date

CONTACT NORTH | CONTACT NORD PRIVACY POLICY

Follow this link to [Contact North | Contact Nord's Privacy Policy](#).

For Contact North | Contact Nord Use

Date Received	
Received By	
Online Learning Centre Name	
Client Note Added to CRM (Yes/No)	

From online education to entertainment – FIND OUT HOW

Online learning with local support
in your community



Empower yourself by learning how to use popular and trusted websites and Internet-based applications.

Access 100+ free online anytime courses that focus on topics such as:

- Amazon
- Ancestry
- LinkedIn
- Gmail
- Expedia and Priceline
- Paypal
- Facetime
- Using an iPhone
- Using an Android phone
- Shopping Online: How does it work?
- Online Entertainment: How to know if a news site is credible
- Social Websites and Apps: How to make your Facebook account completely private
- Useful Websites and Apps: How to use Find My iPhone to locate an Apple device
- Technology Basics: How to troubleshoot basic computer problems to fix your computer

For more information, please call your
Contact North | Contact Nord

Online Learning Recruitment Officer,
Robyn Dewar

at 1-855-717-2183

or e-mail temiskaming@contactnorth.ca.

Get your degree, diploma or certificate or upgrade your skills online without leaving your community.

Student Information Hotline
1-877-999-9149



[Facebook.com/ContactNorth](https://www.facebook.com/ContactNorth)

studyonline.ca

Contact North | Contact Nord is funded by the Government of Ontario